



## **Table of Contents**

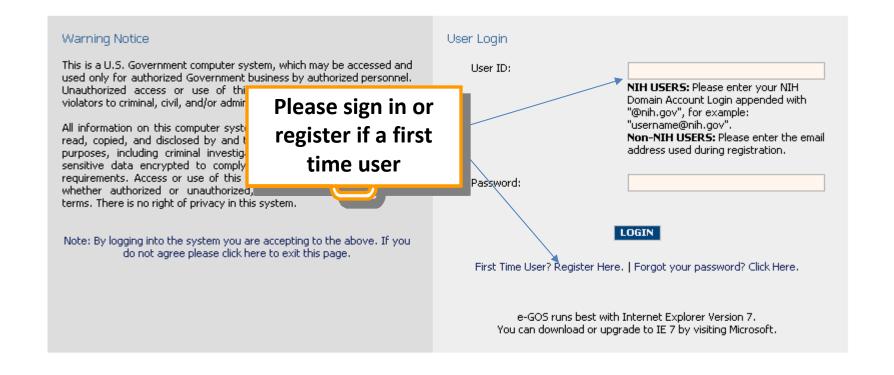


- Access E-Ordering System Page 3
- Log In Page 4
- Choose Your Action Page 5
- Defining Your Requirement Pages 6-8
  - Attach Documents Pages 9-10
  - Review and Submit Requirement Page 11
- Track Activities Page 12
- Manage RFP/Task Orders(CIOSP2i Home) Page 13
  - Task Order Questions Page 14
  - Selection Page 15





### Electronic Government Ordering System (e-GOS)





Hello Customer CO

## Choose your action



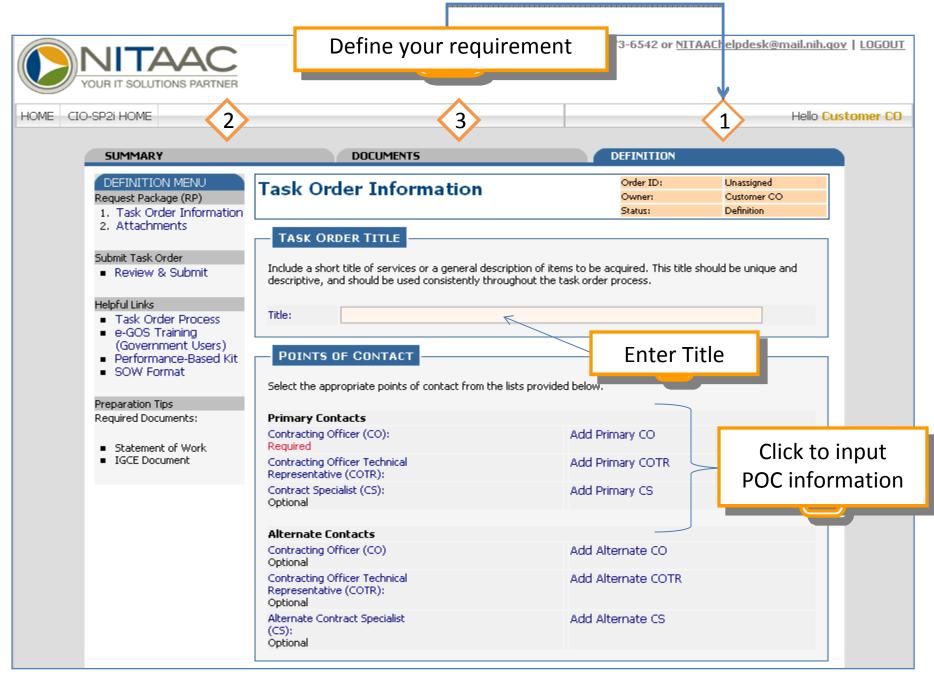
Create a New CIO-SP2/Task Order

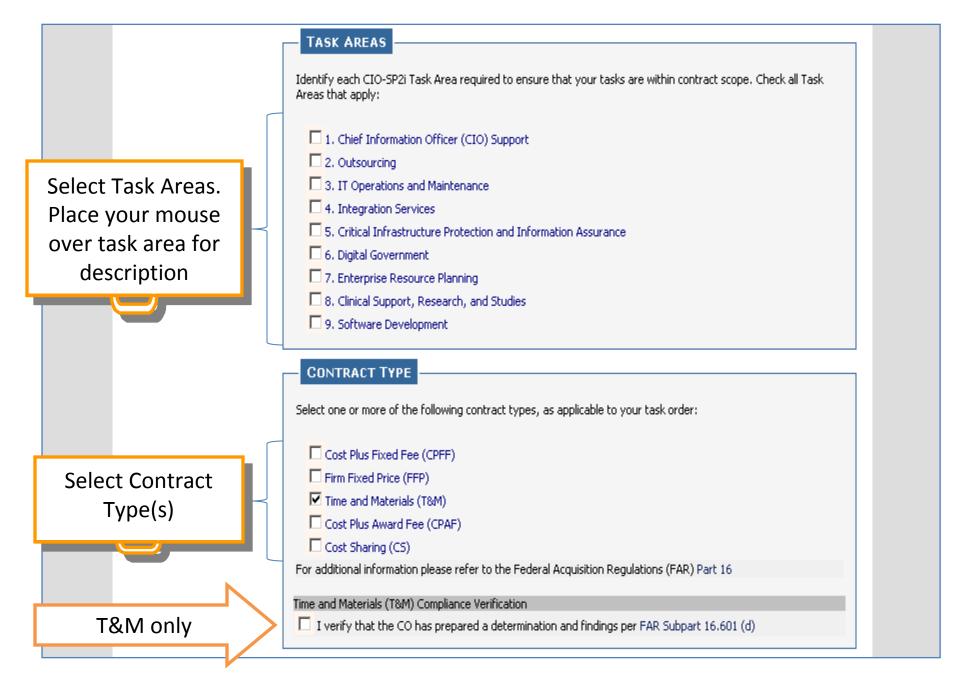


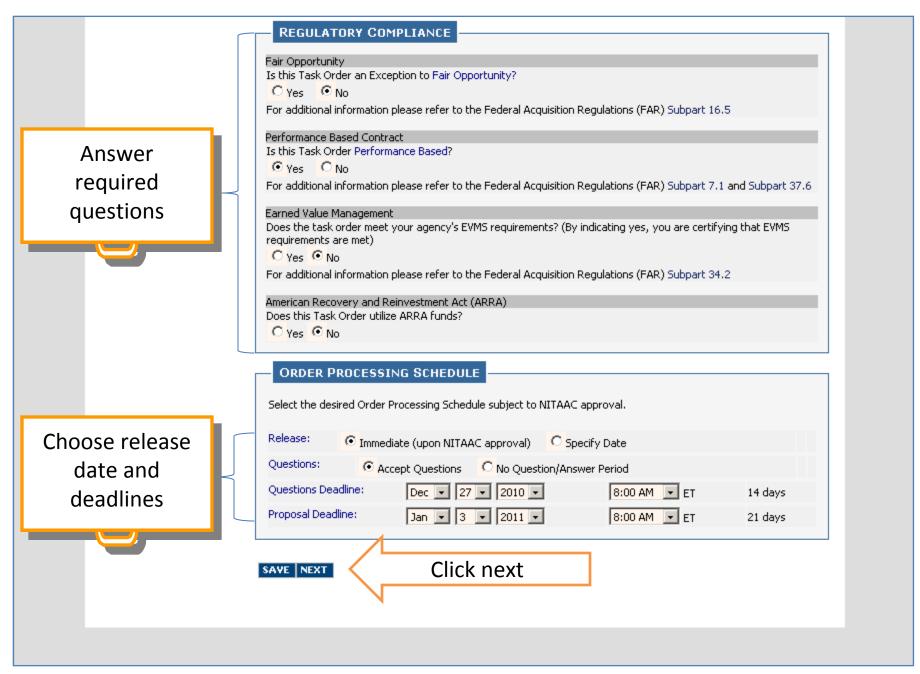
View and Manage CIO-SP2/Task Orders

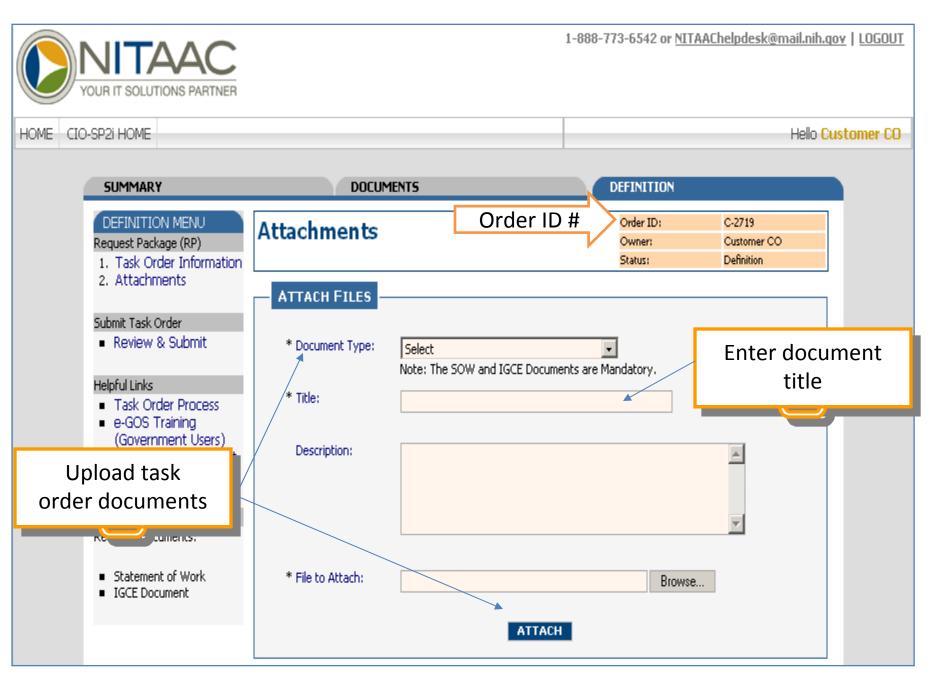
#### Tips for New Users

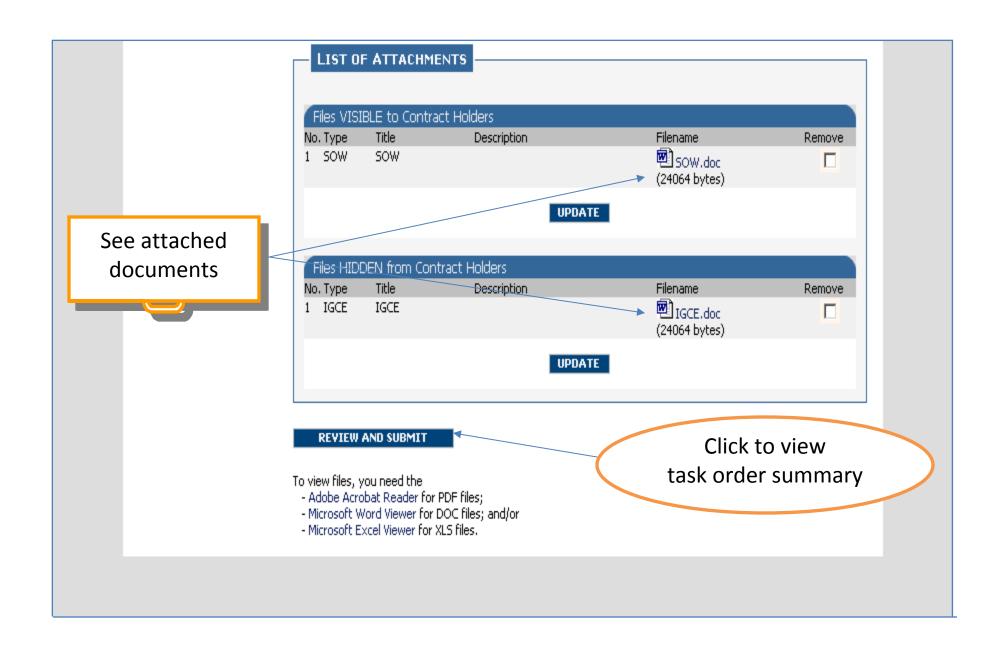
- Save your work often!
- Roll over form labels to view useful information.
- Logout when finished.

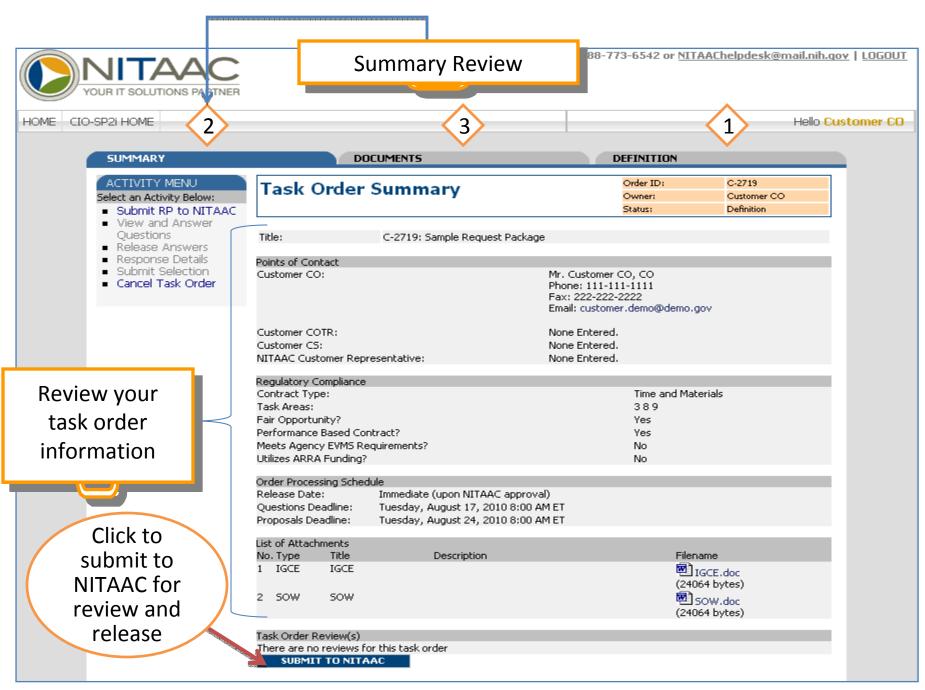


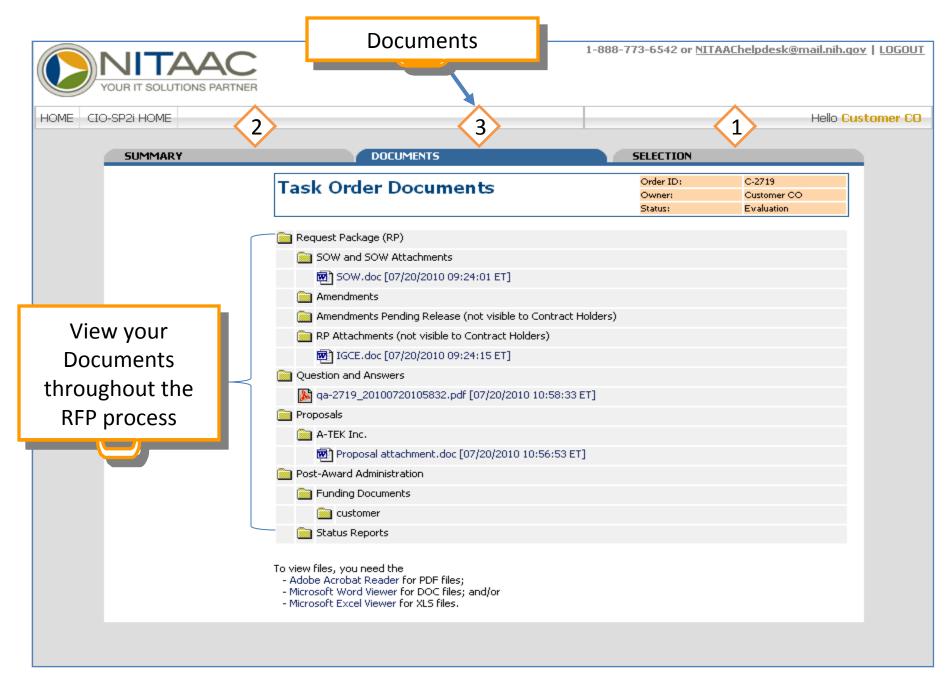














HOME CIO-SP2i HOME ←

## Your CIO-SP2i Home Page

Hello Customer CO

#### CIO-SP2i MENU

#### Actions

New Task Order

New RFI

View Orders

Change Password

My Account

## MESSAGES

SUBJECT DATE REF ID PREPROD - Task Order 2719 Has Been Submitted for RP Approval. 7-20-2010 09:28:56 2719 PREPROD - Task Order 2719 Point of Contact Assignment 7-20-2010 09:24:56 2719 PREPROD - Task Order 2688 Released for Competition. 7-19-2010 11:36:14 2688 PREPROD - Question Period for Task Order 2687 Closed 7-19-2010 11:36:13 2687 PREPROD - Select Contractor for Task Order 2686 7-19-2010 11:36:11 2686

View All

#### ACTION ITEMS

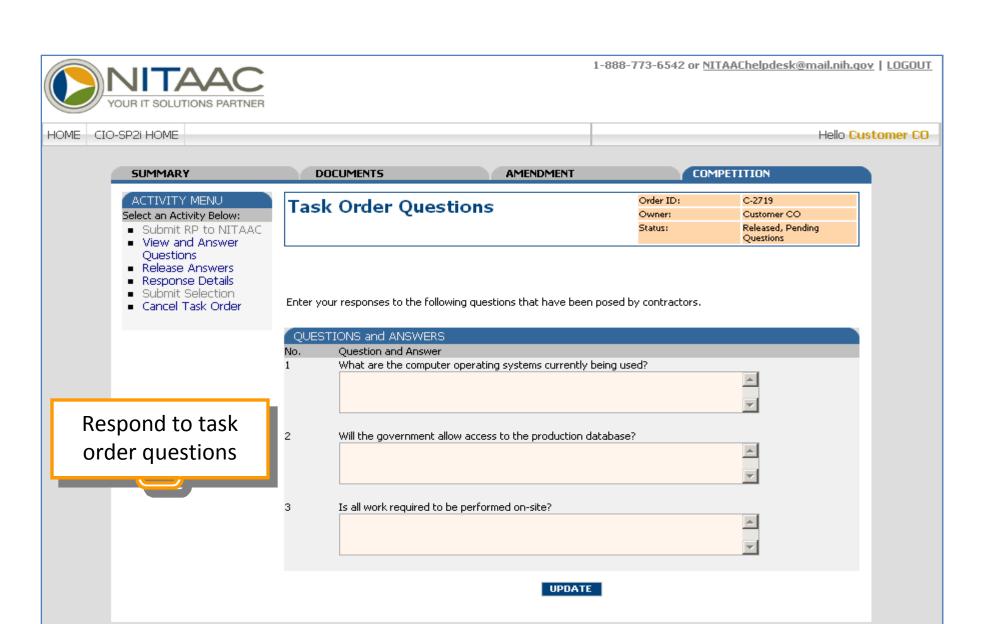
TASK	DATE	REF ID
PREPROD - Select Contractor for TO 2686	7-19-2010 11:36:11	2686

# Manage your RFP/Task Orders

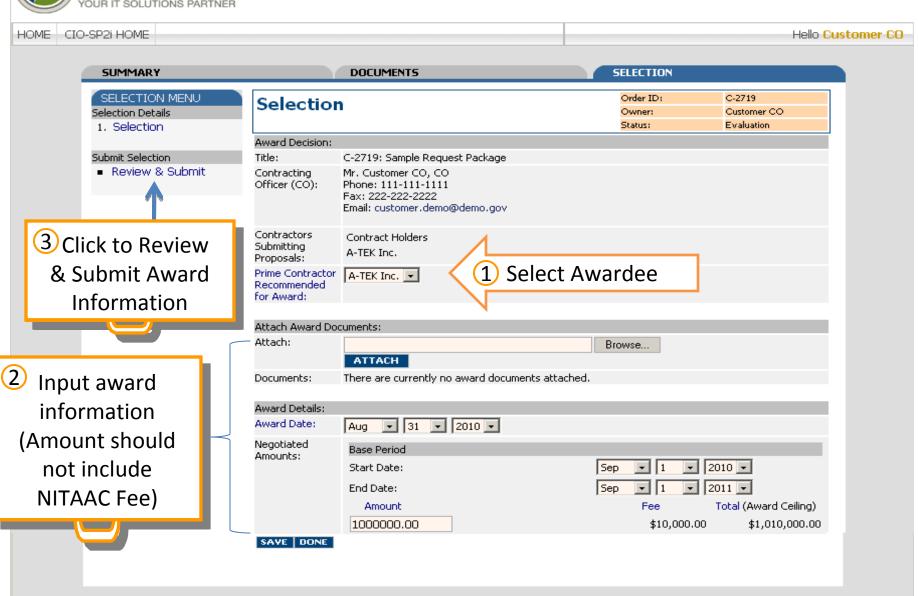
TASK ORDERS								
ID		DATE	TITLE	REQUESTOR	CO	STATUS		
C-	2686	7-19-2010 11:06:27	Order in Evaluation	Customer CO	Customer CO	Evaluation		
C-	2687	7-19-2010 11:23:58	Order in Pending Proposals	Customer CO	Customer CO	Released, Pending Proposals		
C-	2688	7-19-2010 11:26:18	Order in Pending Questions	Customer CO	Customer CO	Released, Pending Questions		
C-	2719	7-20-2010 09:22:12	Sample Request Package	Customer CO	Customer CO	Submitted		

View All

RFI					
ID	DATE	TITLE	REQUESTOR (	co	STATUS
RFI-2689	7-19-2010 11:38:42	RFI For Testing	Customer CO		Definition
RFI-2690	7-19-2010 11:38:47	RFI For Testing	Customer CO		Definition
View All					









Phone 1.888.773.6542

Email NITAACSupport@nih.gov

Web www.nitaac.nih.gov